



The
Georgia Public Service Commission
is accepting applications for

Paralegal/Research Support Analyst

Number of Openings: 1

Job Category: Paralegal/Research Support Analyst

Salary: \$47,500-52,500 Commensurate w/experience

Closing Date: Until filled

Primary Location: GA-Fulton-Atlanta

Job Description:

Under general supervision, the successful candidate will assist attorneys and staff with paralegal duties including gathering, organizing, maintaining documents in a logical system that can be readily accessed, querying legal documents for upcoming cases and hearings, working with an eDiscovery platform, and assisting with the preparation of exhibits and other hearing documents. Familiarity with Relativity preferred. This role also involves assisting with Requests for Proposals, contracting, and invoicing as it relates to expert witnesses and consultants.

Excellent Benefits:

- 401(k) with matching
- Defined Benefit Plan (pension)
- Employer qualified for Student Loan Forgiveness Program
- Health Insurance
- Dental and Vision Insurance
- Employee Discounts
- Flexible Schedule
- Health Savings Account
- Life Insurance
- Vacation Leave – three weeks annually that rolls over
- Sick Leave – three weeks annually that rolls over
- 13 Paid Holidays
- Professional development assistance

Duties and Responsibilities including, but not limited to:

- Executes assigned duties with limited supervision and completes on time.
- Possess excellent time management skills

- Organize multiple dockets, hearing transcripts and assist attorneys and staff in effectively providing the information requested.
- Responsible for managing trade secret documents.
- Responsible for updating and ensuring accuracy for critical pertinent documents.
- Must have excellent written and verbal communication skills

Minimum Training and Experience:

Certification or associate's degree in paralegal studies (bachelors degree preferred).

Background Check: Must successfully complete stringent background investigation.

To Apply:

Send Cover letter and resume to: HRGPSC@psc.ga.gov or apply online at www.psc.ga.gov

Candidates selected for further consideration will be required to submit the following:

Georgia Public Service Commission Employment Application
State of Georgia Employment Application
College or University Transcripts
Writing Sample